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SB-19S-3373 2018-2019 Title VIII Changes

Student Government Association University of North Florida

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- 1
- 2 Whereas: The Student Government of the University of North Florida was established to represent student
3 concerns in all University wide matters, and;
- 4 Whereas: The Senate is the legislative body of the University of North Florida's Student Government given
5 the responsibility of carrying out such legislative acts that are necessary and proper for the Student
6 Body of the University of North Florida, and;
- 7 Whereas: Legislation with necessary and proper revisions to the System of Statutes shall be considered by
8 the Senate and;
- 9 Therefore: The following necessary and proper revisions to the Student Government System of Statutes are
10 being proposed in an effort to ensure future compliance with the law and the balance of our
11 democratic system:

- 12 Chapter 800 Introduction
- 13 Chapter 801 Definitions
- 14 Chapter 802 Uses and Purpose of the Activity & Service (A&S) Fee Budget
- 15 Chapter 803 Funding Eligibility
- 16 Chapter 810 Budget & Allocations (B&AN) Committee
- 17 Chapter 811 B&A Committee Chair
- 18 Chapter 812 B&A Committee Vice-Chair
- 19 Chapter 813 Business and Accounting Office
- 20 Chapter 814 Business Manager
- 21 Chapter 815 Accounting Associate(s)
- 22 Chapter 820 Annual Budget Process
- 23 Chapter 821 Annual Budget Process/Hearing Process
- 24 Chapter 822 Annual Budget Process/Balancing Process
- 25 Chapter 823 Annual Budget Process/Approval Process



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800.1 The Student Governments of the Florida State University System are charged, by Florida Statute Title XLVIII Chapter 1009.24, with the responsibility of allocating the Activity & Service Fee (A&S) portion of tuition and fees paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida Student Government has established as an objective of self-governance.

800.2 The Finance Code is applicable to all entities that receive, use, and/or distribute A&S Fee money.

800.3 The Finance Code governs the budgeting and expenditures of all A&S Fees, including revenue generated through the use of A&S Fees.

800.4 The standing committee of the Student Government Senate of the University of North Florida assigned the responsibility for oversight, review, and periodic update of the policies expressed in the Finance Code shall be known as the Budget & Allocations (B&A) Committee. Said updates shall be approved by the Senate.

800.5 The A&S Fee may be increased or decreased annually by an amount recommended by the Student Fee Assessment Committee and approved by the University President and Board of Trustees.

800.6 The A&S Fee revenue shall be deposited into the A&S Fund Balance at the University of North Florida.

Chapter 801: Definitions

801.1 Academic Session – A period of time defined by the university when courses are in session, excluding university sanctioned holidays and breaks.

801.2 Agency – An administrative division of the Executive Branch created to provide support, entertainment, and/or education for a particular select interest group of the University of North Florida whether it be racial, ethnic, academic, or philosophical in nature.



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- 801.3 Business day – Business days, as referred to in statute, shall be defined as being weekdays (Monday through Friday 8:00 A.M. – 5:00 P.M.) during academic sessions. Academic Sessions include spring, summer, and fall semesters only.
- 801.4 Business Manager – the professional staff member who is responsible for overseeing the operations of the Business and Accounting Office, as well as acting as a fiscal adviser to members of Student Government.
- 801.5 Carry Forward Funds – Allocated funds not expended by June 30th, which become available for use in the new Fiscal Year.
- 801.6 Cash Flow (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$200,000 to meet liabilities at the beginning of the fiscal year.
- 801.7 Centralized – An A&S Fee funded entity whose budget is managed by the Business and Accounting Office.
- 801.8 Centralized Budget Transfer Form – Authorization form for transfers between indexes or between funding categories (operating expenses, OPS wages, salaries, OCO) for centralized indexes. The form requires the signatures of the B&A Chair, Treasurer, appropriate Accounting Associates(s), Business Manager, Senate President, and the President. The Chief Officer of Student Affairs or designee Student Government Director/Advisor must sign on transfers over \$10,000.
- 801.9-Closed RSO- Any RSO that restricts membership or attendance to events from the entire student body. Restrictions include, but are not limited to, dues, grade point averages, or majors.
- 801.10 Consumable Good – Any item or unit of items purchased through the A&S Fee, which can be dissipated, and once used cannot be reasonably re-utilized. Examples include food, plates, napkins, cutlery, paper, paperclips, staples, pens, and post-it notes.
- 801.11 Decentralized – An A&S Fee funded entity whose budget is managed by a Budget Director and overseen by the Business and Accounting Office.
- 801.12 Department – A budgetary subunit within the University.
- 801.13 Durable Good – Any item purchased through the A&S Fee that cannot be dissipated, and that can be re-utilized an indefinite number of times by a reasonable person. Examples include office equipment, furniture, software, machinery, and tools.



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801.14 Encumbrance – Funds set aside within an index and/or line that are earmarked to pay for planned and upcoming expenditures.

801.15 Encumbrance Rollover- Funds withdrawn from the General Reserve in order to pay for previous year's outstanding encumbrances, so as not to impact the budget of the current fiscal year.

801.16 Entity – Any department, agency, or student organization partially or fully funded by A&S Fees. Entity also applies to the Business and Accounting Office and staff, the B&A Committee and Officers. Individual students requesting funding from the Student Travel Index shall also be considered entities and are subject to the same applicable statutes, policies, and procedures as other entities.

801.17 Fiscal Year – The financial year of the Student Government of the University of North Florida shall be from July 1 to June 30.

801.18 Fund Balance – An accumulation of money generated through excess tuition hours and unexpended budget allocations. The Fund Balance includes the Scholarship Reserve, the Cash Flow Reserve, and the General Reserve. As per 802.4, the Fund Balance is considered part of the annual A&S Fee Budget.

801.19 General (Equipment) Reserve – The portion of the Fund Balance after all other reserves and restrictions are met.

801.20 Major Offense – Any action taken by a funded entity that is considered to be a criminal offense, fraudulent in nature, or in direct violation of University fiscal rules and regulations, Title VIII, or Provisionary Language.

801.21 Non-Standard Contracts - contracts that consist of changes, additions, or modifications to the UNF Standard Contract.

801.22 Normal Legislative Process – The process followed by all travel and special requests, as stipulated in Chapters 840 through 843.

801.23 Open RSO – A Registered Student Organization that accepts membership from all students regardless of ability to pay dues, meet a GPA requirement, or other qualifications.

801.24 Other Capital Outlay: Any technological item or equipment (such as software or computers) with a value of \$1000 or greater. Note that any purchase of a computer,



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regardless of cost, will be transferred to the University for inclusion on the fixed assets lists.

801.25 Personal Expenditures: An expense or proposed allocation that bears no reasonably discernable relation to the purpose of the A&S Fee as defined by this title.

801.26 Property – Any item costing more than \$1,000 per unit

801.27 Registered Student Organization – a student club or organization at the University of North Florida that is registered with Club Alliance. RSOs must comply with Title VIII, Provisionary Language and the Club Alliance RSO Handbook in order to be eligible to receive A&S Fee funding.

801.28 Salary Reserve – The portion of the A&S Fee Budget that is reserved to pay for salary increases in the event that the Federal or State minimum wage increases during a fiscal year. Special Requests for new or increased wages and benefits may also be drawn from the Salary Reserve.

801.29 Scholarship (Operating) Reserve – The portion of the Fund Balance designated in the amount of at least \$400,000 for the purpose of generating interest to provide funds for annually awarded Student Government Scholarships.

801.30 Special Request – Preapproved revenue authorized to be spent out of the general reserve and can be requested throughout the fiscal year by Registered Student Organizations, Student Government Branches and Agencies, or University Department for expenses, events, projects, wages and benefits, or equipment purchases not previously budgeted.

801.31 Standard Contracts - Contracts that have been approved for use by the University President, appropriate University Vice President, the Office of the General Counsel, and the Procurement Services. They can be obtained from the Office of General Counsel web-site.

801.32 Student- A member of the student body who is currently enrolled in at least 1 credit hour, and pays the Activity and Service Fee

801.33 Travel Request – Money requested throughout the fiscal year by RSOs or individual A&S Fee paying students for events taking place off of the UNF campus, which is not previously budgeted.

Chapter 802: Uses and Purpose of the Activity & Service Fee Budget



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802.1 All uses of the Activity & Service Fee (A&S Fee) Budget shall be subject to and governed by the laws of the United States of America, the State of Florida, the rules and regulations of the University of North Florida, the UNF Board of Trustees, the Constitution and Statutes of the Student Government of the University of North Florida, all applicable SG Policies and Procedures, and the Provisionary Language stated in the current fiscal year budget.

802.2 The A&S Fee Budget shall be expended by Student Government for lawful purposes to benefit the student body, in general. It may support activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida students.

802.3 The A&S Fee Budget may be used to support lobbying efforts of Student Government as it relates to issues that affect the student body. However, A&S Fees may not be expended to support in whole or in part a candidate for political office, as provided by Florida law.

802.4 The Fund Balance is part of the annual A&S Fee Budget, and funding may be allocated throughout the year from the General Reserve portion of the Fund Balance as outlined in Chapter 843.

802.5 No Student Government official may deny or withhold signature from any distribution or proposed distribution of A&S fees because they do not personally agree with the ideology of the distribution.

802.6 In the event a Student Government official denies or withholds signature from any distribution of A&S fees, the official must provide the requestor their reasoning for the denial in writing.

802.8 The A&S Fee shall not be used to:

A. Support activities or purchase materials that solely benefit non-UNF students.

B. Donate to philanthropic organizations.

C. Fund construction, permanent structural improvements or remodeling unless approved by the Senate or previously allocated for such purposes in the A&S Fee Budget.



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D. Fund enrollment in academic courses, or other academically related activities, requirements, projects, or trips, except for test forms, scantrons, and testing booklets. Student Government Scholarships are also an exception.

E. Purchase alcoholic beverages.

F. Reimburse travel, event, or programming costs above the amount actually expended.

G. Fund indirect travel expenses such as excess baggage charge, valet service, or trailer hitches.

H. Fund scholarships except for those funded by interest revenue earned on the A&S Fee Fund Balance.

I. Fund entertainment that is not open to the student body, in general.

J. Rent automobiles except through the approved travel reimbursement process.

K. Purchase items that will be resold.

L. Fund activities for which an admission fee is charged to students, except for Student Government sponsored concerts.

M. Fund monetary prizes, gift certificates, or raffles.

N. Purchase prizes in excess of thirty-five dollars.

O. Pay for personal expenditures.

P. Reimburse travel costs related to vehicle mileage, unless reimbursing mileage would cost less than renting a vehicle.

Q. Reimburse travel costs related to mileage, where the distance traveled is less than fifty miles round trip.

R. Reimburse travel related fuel costs, unless the vehicle used is rented from a university approved provider.



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Chapter 803: Funding Eligibility

803.1 A&S fees shall not be allocated to entities that engage in discrimination, as defined in Chapter 1002 of the Student Statues, unless to fund an event which is open to all students.

803.2 RSOs may not submit requests to receive funding ~~until~~after being deemed funding eligible by Club Alliance.

Chapter 810: Budget & Allocations (SG B&A) Committee

810.1 The B&A Committee is one of four (4) standing committees of the Senate. The B&A Committee is responsible for recommending funding to only those entities that comply with the Student Government Mission, which is to represent student concerns in all University-wide matters while developing and promoting programs and activities of practical value and interest to students.

810.2 Non-voting ex officio members shall include the chairs of the standing Senate Committees, and the Senate President.

810.3 All requests pertaining to the allocation of A&S Fee money shall be heard first by the B&A Committee. The B&A Committee has the authority to amend, approve, or disapprove any request for funding. If approved, the request shall be forwarded to the Senate in the form of a bill, with the exception of travel requests as outlined in Section 841.4. If approved by the Senate, all legislation concerning the allocation of A&S Fee money must then be presented to the President as prescribed by Article II Section 8 and Title IV.

810.4 The B&A committee shall hear all travel requests. If approved, all Travel Requests concerning the allocation of A&S Fee money must then be presented to the President as prescribed by Title VIII Chapter 841.

810.5 The oversight of the A&S Fee Budget is under direct control of the B&A Committee. The Committee has the responsibility and authority to curtail further appropriations to the A&S indexes found to be improperly expended.

810.6 The B&A Committee shall only hear requests if the Student Travel Index, the Special Requests Index, the Salary Reserves Index, or under appropriate circumstances, the General Reserve Fund have sufficient available balances to fund that request.



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A. If for any reason, expected revenues of the annual budget are not met, all budgeted authority shall be subject to reallocation by the B&A Committee and the Senate. The Business Manager shall consult with the University administration and determine the extent of the shortfall. The B&A Committee shall convene to resolve the situation at the earliest possible date.

Chapter 811: B&A Committee Chair

811.1 The Senate shall elect a Senator as Chair of the B&A Committee each spring for a term of one year.

811.2 The B&A Chair shall perform all duties outlined in the Senate Policies and Procedures and Title VIII.

811.3 The B&A Chair shall hold meetings according to Senate Policies and Procedures and Title VIII.

811.4 The B&A Chair shall report at every Senate meeting and B&A Committee meeting the index balances for Special Requests, Student Travel, and any changes in Salary Reserves.

811.5 The B&A Chair shall meet with the Business Manager and Treasurer to review funding requests for compliance with Title VIII prior to establishing the Agenda for the B&A Meeting at which it will be considered. The B&A Chair shall present to the committee all properly submitted requests with the appropriate documentation of the request.

811.6 The B&A Chair, when writing proposed budgetary legislation for submission to the Senate, shall provide an itemized schedule by expenditure category, of all funding requested, including the name of the group requesting funding, the proposed event/program, proposed date of the event/program, the location and requested monetary amounts.

811.7 The B&A Chair and the Treasurer shall collect the Periodic Budget Report from the Business Manager, which is required by the University Budget Office, to review the status of the A&S Fee Budget.



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811.8 The B&A Chair may review the Business and Accounting Office financial records of all A&S Fee indexes, which are maintained by the Accounting Associate(s) and Business Manager.

811.9 The B&A Chair shall coordinate and administer procedural workshops, facilitated by the Business and Accounting Office, for funded Departments and Agencies. There may be as many workshops as necessary held at the B&A Chair's discretion.

811.10 The B&A Chair shall upload all properly submitted Fiscal Requests to the "O- Drive."

811.11 The B&A chair shall notify the B&A committee and the Senate of any newly created line item within the A&S fee budget

811.12 In the event that the position of B&A Chair becomes vacant, the position's signature authority pertaining to Chapter 840 shall fall to the Senate President.

Chapter 812: B&A Committee Vice-Chair

812.1 The B&A Committee Vice-Chair shall follow all duties outlined in Senate Policies and Procedures.

Chapter 813: SG Business and Accounting Office

813.1 The Business and Accounting Office shall administer the allocation of A&S Fees.

813.2 The Business and Accounting Office shall be staffed by the Business Manager, Accounting Associate(s), the Office Assistant and other personnel necessary to manage the A&S Fee Budget.

813.3 The Business and Accounting Office may correct any computational errors or any vendor price adjustments, within any bill passed by Senate and approved by the President, which does not exceed 10% of the allocation amount so long as original intent of the B&A Committee and Senate is not altered, with approval of the B&A Chair.

813.4 The Business and Accounting Office shall process all expenditures of centralized indexes.

813.5 All invoices or related correspondence for centralized A&S Fee indexes must be forwarded to the Business and Accounting Office for review and approval. If an entity



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is unsatisfied with the goods or services as received, the Accounting Associate(s) must be notified to consider withholding payment of invoice until the matter is resolved.

813.6 The Business and Accounting Office shall process all legislated requests for unallocated funds, including Special Request expenditures, Travel Requests, Salary Reserve Index requests, and General Reserve requests.

813.7 The Business and Accounting Office shall facilitate any budget workshops that the B&A Chair coordinates and administers for funded Departments and Agencies.

813.8 Any negative budget balance, which is the result of a procedural error by the Business and Accounting Office or the University of North Florida Controller's Office, shall be charged to the Special Request Index, with written notification to the B&A Chair.

813.9 Receipts for reimbursements must be received in the Business and Accounting Office no later than ten (10) business days after the date of the receipts.

Chapter 814: SG Business Manager

814.1 The Business Manager is responsible for assuring that the Finance Code is properly and fully followed.

814.2 The Business Manager shall attend all B&A Committee Meetings and Senate Meetings.

814.3 The Business Manager shall serve as fiscal and budgetary advisor to the B&A Chair, Treasurer, and B&A Committee.

814.4 The Business Manager shall serve as chief liaison between the Senate and the A&S Fee Budget Directors.

814.5 The Business Manager shall monitor all A&S Fee funded indexes.

814.6 The Business Manager shall have approval authority over all indexes. The Chief Officer of Student Affairs or designee has approval control over the SG indexes. The Director must be informed by the Business Manager on all purchases in excess of \$5,000 for Other Capital Outlay (OCO) items.

814.7 The Business Manager shall notify departments of Fiscal Year-End procedures and deadlines.

814.8 It is the responsibility of the Business Manager to keep the Director, the B&A Chair, and the Treasurer fully informed of all budget issues as they arise.



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814.9 In the event that the position of Business Manager becomes vacant, the position's signature authority pertaining to Chapter 840 shall fall to the Director.

Chapter 815: Accounting Associate(s)

815.1 The Accounting Associate(s) shall track all A&S Fee indexes for which they are responsible to ensure compliance with Title VIII: The Finance Code, and notify the Business Manager of discrepancies and errors within these Indexes.

815.2 The Accounting Associate(s) are recommended to attend B&A Committee Meetings and Senate meetings as it pertains to indexes for which they have accounting responsibilities.

815.3 The Accounting Associate(s) will act on approved Senate legislation that includes initiating Budget Amendments, transfer of funds, purchase requisitions, and miscellaneous related paperwork.

815.4 The Accounting Associate(s) shall perform accounting functions required to administer the A&S Fee Budget.

815.5 The Accounting Associate(s) shall assist the Business Manager in the compilation of annual operating budget requests.

815.6 The Accounting Associate(s) shall maintain fiscal records and process expenditures for Centralized indexes.

815.7 The Accounting Associate(s) shall assist Decentralized A&S Fee indexes with various accounting services, if needed or requested.

815.8 The Accounting Associate(s) shall provide fiscal training for new Officers and Club Alliance funded clubs.

815.9 The Accounting Associate(s) shall aid in continuous development of the Accounting System and provide input into operating policies and procedures.

815.10 The Accounting Associate(s) shall meet a minimum of biweekly with the Budget Directors, or designee.

Chapter 820: Annual Budget Process



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820.1 Each Fall semester; the B&A Chair shall forward Budget Request Forms to the Budget Directors of each index currently funded by the A&S Fee Budget. These Budget Request Forms are also available to any UNF entity not currently funded.

820.2 Funding requests will be heard during the budget hearing process. These requests will be evaluated based on the following criteria:

820.3 The activities will be available to benefit the students of the University of North Florida as defined by Florida Statute 1009.24. The activities are not the primary responsibility of any other agency or department.

820.4 In order to receive funding consideration, all completed and signed forms must be returned to the Business Manager 20 business days prior to the first budget hearing.

Chapter 821: Annual Budget Process/Hearing Process

821.1 In the fall semester, at the first meeting of the B&A Committee, the Chair shall submit a process, with consultation of the Business Manager and the Treasurer, for approval by the B&A Committee.

821.2 During the spring semester, the B&A Committee shall hold the budget hearings. The dates of these hearing will be set by the Treasurer, Business Manager and the B&A Chair and sent with the Budget Request Forms.

821.3 Each Budget Director will be prepared to explain and justify their budget request by providing relevant documentation.

~~850.1~~ 821.4—Personnel - All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.

~~821.50.52~~ —During each budget hearing, the continuation of funded salaried positions shall be evaluated.



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Chapter 822: Annual Budget Process/Balancing Process

822.1 After the Budget Hearings, the Treasurer shall submit a proposed balanced A&S Fee Budget to the B&A Committee to begin the Deliberation and Balancing Process.

822.2 The B&A Committee shall then deliberate on and amend, if necessary, the Treasurer's proposed budget. In order for the balanced budget to be forwarded to the Senate, it must be approved by a two-thirds (2/3) vote of the B&A Committee.

822.3 The B&A approved budget shall be posted within two (2) business days of approval and shall be displayed in public view for a minimum of five (5) business days prior to the Senate meeting in which it will be placed on the agenda. During this period, a campus-wide open forum will be conducted by the B&A Chair and Treasurer to explain the budget process and the B&A recommended budget.

Chapter 823: Annual Budget Process/Approval Process

823.1 The Senate and the President shall approve a balanced budget.

823.2 The B&A Chair, Senate President, President, Treasurer, Business Manager, Director, and Chief Officer of Student Affairs shall sign the budget. The Chief Officer of Student Affairs shall forward the balanced budget to the University President for signature.

823.3 The University President shall have fifteen (15) business days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the fifteen (15) business days. If any line item or portion thereof, within the budget is vetoed, the Senate shall make new budget recommendations for expenditure of the vetoed portion of the fund within fifteen (15) business days. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by A&S Fees.



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823.4 Upon approval of the A&S Budget by the University President, the Business Manager shall upon direction of university budget office post the established budget in the University financial system.

823.5 Upon approval of the A&S Budget by the University President, each Budget Director shall be informed in writing of his/her approved budget for the upcoming fiscal year. This will be in the form of an allocation sheet delineated by budget category.

823.6 Provisionary Language, as approved during normal legislative process, may be amended after September 1st for each fiscal year.

Chapter 824: Budget Amendments

824.1 The Annual A&S Fee Budget may be amended, once signed, through a Budgetary Amendment. Budgetary Amendments are limited to the following enactments:

824.2 Centralized Budget Transfers

A. Requests for centralized budget transfers, including transfers between funding categories (operating expenses, OPS wages, salaries, OCO) or indexes, shall be submitted on the Centralized Budget Transfer Form. A Budgetary Amendment will be prepared and processed once all authorized signatures have been obtained. Should any of the required signatures not be obtained, the request may be presented to the B&A Committee and then forwarded to the Senate for approval in the form of a bill.

B. Transfers of funds between line items shall require prior approval from the Treasurer and prior notification to the Business Manager. The Business Manager shall notify, in writing, the B&A Chair of any such changes or requests. If the Treasurer denies the transfer, the request would go to the next B&A Committee meeting.

C. The Budget Director shall have sole authority to request transfers within his/her index.

Chapter 824.3: Decentralized Budget Transfers



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A. Requests for budget transfers in decentralized indexes, including transfers between funding categories (operating expenses, OPS wages, salaries, OCO), shall be submitted in writing to the B&A Committee at least five business days prior to the B&A Committee Meeting. The Budget Director or Designee from the Department must be present at the B&A Committee Meeting and at the Senate Meeting to present the request for a budget transfer which shall be in the form of a bill originating in the B&A Committee.

B. Transfers of funds between line items shall require prior approval from the Business Manager. The Business Manager shall notify, in writing, the Treasurer and B&A Committee Chair of any such changes or request. Any such request denied by the Business Manager can be presented to the B&A Committee and then forwarded to the Senate for approval in the form of a bill.

C. The Budget Director shall have sole authority to request transfers within his/her index.

~~824.4 Transfers which Create New Budgetary Line Items~~ Budgetary Restructure

A. If the restructuring of an index occurs after the annual budget process, its budget will be placed under review by the Business Office and Treasurer.

B. After approval by the Business Office and Treasurer, the altered budget will be sent to the B&A Committee for review.

824.6 Process for Terminating a Branch or Agency

A. If a Student Government Branch or Agency is terminated, its budget will be transferred into the A&S Fee Fund Balance after review by the Budget and Allocations Committee.

Chapter 830: Funded Entities Policies

830.1 All A&S Fee funded entities, whether fully or partially funded are required to be fiscally responsible and comply with Title VIII: Finance Code. A fiscally responsible entity is one which:

A. Keeps a non-negative balance in the expenditure categories at all times.

B. Spends within their expenditure categories.



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C. Keeps complete financial records for the past five years. (i.e., copies of monthly reports and the supporting expenditure documentation.)

830.2 New indexes shall be classified as centralized, which means that the Business Manager's signature shall be required for expenditures, unless Senate authorizes with a two-thirds (2/3) vote that the index be classified as decentralized.

830.3 The Business Manager may recommend to Senate to centralize or decentralize funded entities subject to a two-thirds (2/3) vote of the Senate.

830.4 Any Carry Forward Funds and additional revenues up to \$150,000 shall be placed in the Special Requests index. In the event that Carry Forward Funds exceed that amount, the excess will be placed in the General (Operational) Reserve portion of the Fund Balance.

830.5 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. The decision may be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

830.6 All revenues earned shall be placed immediately into the General Reserve.

830.7 All expenditures shall require prior approval. Failure to do so will result in the purchaser assuming all liability pertaining to the purchase. Approval for centralized entities shall be obtained through the Business and Accounting Office and decentralized entity from the respective Budget Director.

830.8 All funding expires at the end of the fiscal year on June 30 and must be spent or encumbered by the deadline set by the Business Manager.

830.9 All decentralized indexes must obtain prior written approval from the Business Manager to change any line-item allocation. The Business Manager shall notify, in writing, the Treasurer and B&A Chair of any such changes.

830.10 All Budget Directors must sign a statement of financial understanding, to be kept by the Business Manager, acknowledging that they accept and consent to any and all Student Government Provisionary Language and legislation concerning their Funded Entity as a stipulation of receiving money. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.



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830.11 If the Federal or State minimum wage increases during a fiscal year, the additional money needed to fund the already paid minimum wage positions, at the same number of hours, shall be funded out of the Salary Reserve Index.

830.12 The Treasurer has the authority to deem any expense or proposed allocation a personal expenditure. The related entity may appeal the treasurer's decision within five (5) business days through a petition for Judicial Review, as outlined in Title V.

Chapter 831: Funded Departments

831.1 Departments funded in part or in whole by SG, shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

831.2 Funded Department Directors or Assistant Directors shall act as custodians of their respective index(s).

831.3 A Budget Director from each Department receiving funding must attend a procedural workshop coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office.

831.4 A Budget Director, or designee, from each Department receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

831.5 A Budget Director, or designee, from each Department receiving funding shall meet a minimum of biweekly with Accounting Associate(s) to review fiscal matters.

831.6 Departments funded by must have current signature cards on file with Auxiliary Services ~~and Postal Services~~ and establish Banner approval hierarchy through the Procurement Services. Any changes to the approval authority must be reported to the Business Manager.

831.7 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. The decision may be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

831.8 Costs associated with search committees to fill administrative and professional positions that are funded by A&S Fees may be funded from the General (Operating)



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Reserves. Approval from the Chief Officer of Student Affairs is required through the completion of a Centralized Budget Transfer Form. This amount may not exceed \$10,000 per search. A detailed report must be provided to the Senate by the Treasurer at the next regularly scheduled Senate meeting.

Chapter 832: Funded Agencies

832.1 Agencies funded by SG shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

832.2 The Director or Assistant Director from each Agency receiving SG funding must attend procedural workshops coordinated and administered by the B&A Chair and facilitated by the Business and Accounting Office.

832.3 Each Agency Director or Assistant Director shall meet a minimum of biweekly with the Accounting Associate(s) to review fiscal matters.

832.4 Each Agency Director or Assistant Director from each Agency receiving funding shall maintain all fiscal records and reconcile funded budgets on a monthly basis.

832.5 Any items purchased all or in part by A&S Fees shall be reviewed by the Treasurer to determine the appropriateness of branding on said items. Branding may include, but is not limited to, logos, slogans, and other texts. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

Chapter 833: Registered Student Organizations

833.1 RSOs may be eligible for annual funding in the amount set forth in the A&S Fee Budget Provisionary Language, effective July 1st of each fiscal year.

833.2 RSOs funded in part or in whole by SG shall be responsible for and shall comply with the Title VIII: Finance Code and Provisionary Language.

833.3 RSOs shall not request, expend, or be allocated A&S Funds if the RSO does not comply with Chapter 803, is not recognized by Club Alliance, or is not in good standing with Club Alliance.



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833.4 RSOs requesting funding for special events or for travel shall, upon request, present a two-year background of internal financial statements and A&S Fee expenditures to the B&A Committee and to the Senate.

833.5 RSOs shall elect a financial officer to act as treasurer of the A&S fund allocations and sign all requests and expenditures.

833.6 A president and advisor will be available to countersign for expenditures, when deemed necessary by the Business & Accounting Office. These signatures shall be filed with the Business and Accounting Office.

833.7 Before the allocation of A&S Funds, the financial officer, the president of the organization and the RSO's advisor shall countersign a statement of financial understanding.

A. The original form will be retained in the Business and Accounting Office for audit purposes.

B. If there is a change of the financial officer, advisor, and/or president within any RSO, a new statement of financial understanding shall be filed with Club Alliance and the Business and Accounting Office.

833.8 All RSO expenditures or reimbursements must be processed through the Business and Accounting Office. All itemized receipts for reimbursement must be submitted no later than ten business days (10) from date of receipt. All expenditures shall have prior approval through Student Government Business and Accounting Office in compliance with allocations. Violation of the Finance Code, is punishable as outlined in Chapter 861 and Chapter 863.

833.9 The financial representative of each RSO is required to turn over all financial records to his/her successor at the end of his/her term.

833.10 Any printed items purchased all or in part by A&S Fees are required to have an appropriate level of SG branding. Branding may include, but is not limited to: logos, slogans, and other texts. The decision may be overridden by the SG Treasurer. Failure to comply places the Budget Director, and/or RSO in direct violation of the Finance Code, which is punishable as outlined in Chapter 861 and Chapter 863.

833.11 Prohibited RSO expenditures include but are not limited to the following:

A. Salaries and/or OPS wages, for personnel in support of a RSOs operation.



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B. Travel related expenses except for funding allocated in the travel request process in the B&A committee.

C. Academic materials.

D. Internal operational expenses that will be used by a Closed RSO.

E. Travel related expenses that will be used by a closed RSO.

F. Events that are not open to all students.

G. Donations to philanthropic or political organizations.

H. Any funds or expenses that solely fund an organization

Chapter 840: Policies for Funding Requests

840.1 A properly completed Travel Request shall be submitted to the B&A Chair a minimum of five (5) weeks prior to departure.

840.2 A properly completed Special Request shall be submitted to the B&A Chair a minimum of six (6) business days prior to the next scheduled B&A Committee Meeting.

840.3 The B&A Committee shall hear no request that has not been signed by the B&A Committee Chair, the Treasurer, the Business Manager, and a Senate Sponsor.

A. The B&A Committee Chair shall only sign funding requests if they are compliant with Chapters 840 through 843 of the SG Statutes, there are funds available in the index the request would withdraw from, and, if the requesting entity is an RSO, Club Alliance communicates in writing that the organization is in good standing and funding eligible.

B. The SG Treasurer shall only sign funding requests that are compliant with the SG Financial Code and A&S Fee Provisionary Language.

C. The SG Business Manager shall only sign funding requests that are compliant with University of North Florida policies and procedures, as well as any applicable state, federal, or municipal laws.



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D. The Senate Sponsor shall sign funding requests they deem worthy of being entertained by the B&A Committee.

E. The Budget and Allocations Chair, SG Treasurer, and Business Manager may not withhold their signatures from a request because they do not agree with the proposed allocation. In the event that any of these parties withhold their signatures, they must identify to the requestor the law or policy the request violates.

840.4 It shall be the responsibility of the B&A Chair, Treasurer, and Business Manager to maintain the continuity of the fiscal request process in good faith. Each shall review fiscal requests for compliance with reasonable expediency: failure to do so shall constitute nonfeasance as outlined in Title VII.

840.5 After the appropriate signatures have been obtained, the B&A Chair shall supply the request representative with a copy of the completed request. The B&A Chair must supply the committee with copies of the request in order to be heard.

840.6 In order for the B&A Committee to hear a request, the requesting entity or individual must be sponsored by a member of the Senate. That sponsor shall give a brief introduction of the presenter's request, move for adoption, and shall then be seated in his/her assigned seat for both the B&A Committee and Senate Hearings.

840.7 In order for the B&A Committee and Senate to hear a request for funding, both the Senate Sponsor, and at least one representative from the entity submitting the request must attend the B&A Committee Meeting and Senate Meeting at which the request is presented. The Senate sponsor cannot, under any circumstances, be the entity's representative.

840.8 If the Senate votes to allocate funding in the form of either a Travel Request (through the B&A Committee) or a Special Request (through the normal legislative process), the requesting entity shall meet with the Accounting Associate(s) within three (3) business days after legislation is approved. The meeting shall consist of an explanation of the internal procedures and funding arrangements. Failure to do so shall result in loss of funding. Notification of failure to meet with the Accounting Associate(s) will be given to the B&A Chair by the Business and Accounting Office. This funding will then be eligible for reallocation by the B&A Committee.

840.9 If a request is heard by the B&A Committee and fails to pass, eight (8) senators may sponsor the failed request and forward the request to the Senate in the form of a bill on 2nd read. This bill is then subject to the normal legislative process.



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840.10 In the event that the position of Treasurer becomes vacant, the President shall as soon as possible, appoint either the Student Advocate or Attorney General to execute the Treasurer's signature authority pursuant to this chapter

Chapter 841: Grant Requests

841.1 RSOs may request funding for operations and events from the Club Funding Index.

841.2 Grants Requests fall under the jurisdiction of the Club Funding Board, outlined in Title XI Chapter 1105.6-1105.7

Chapter 842: Student Travel Requests

842.1 RSOs and currently enrolled A&S Fee-paying students may request funding for travel from the Student Travel Index.

842.2 Travel Requests fall under the jurisdiction of the B&A Committee and are not subject to Senate approval unless vetoed by the President or brought to the Senate floor as outlined in Title VIII Chapter 840.10

842.3 Travel funds may be requested by RSOs and currently enrolled A&S Fee-paying students as follows:

A. Individuals requesting travel funding are limited to a total of \$500 per Fiscal Year.

B. RSOs requesting travel funding are limited to a total of \$2,000 per Fiscal Year, with a cap of \$500 per student per trip.

C. No student shall expend, directly or through an RSO, more than \$500 from the Travel Request Index throughout the fiscal year.

D. No more than \$3,000 may be allocated towards the same travel event per Fiscal Year.

E. Travel reimbursements for fuel are prohibited, unless the vehicle used is rented from a provider approved by the university.

842.4 The legislative process for approving Travel Requests shall be as follows:



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A. After being properly submitted and added to the B&A meeting agenda, the request form shall be written into a bill and must receive a two-thirds (2/3) approval vote of the committee to pass.

B. After passage, the bill shall be signed by the Senate President as a confirmation of legislative action.

C. The Senate President shall then forward the bill to the President for executive action as prescribed by law.

D.——— 1. If the president vetoes the bill, the Senate shall act on the bill in the same manner as it would a bill in accordance with Article II Section 8E.

842.5 Food associated with travel may not be requested, unless included in a registration fee, with no additional cost.

842.6 Receipts related to travel reimbursements must be received by the Business and Accounting Office no later than five (5) business days after the return date listed on the travel authorization.

842.7 All travel arrangements shall be made through the Business and Accounting Office, except for reservations for accommodations.

842.8 All travel sponsored by A&S Fees must adhere to the University Travel Manual published by the University's Travel Office.

A. A properly completed Travel Request Form shall consist of; Request Form including applicable standard questions, signed by the appropriate advisor, club president, club treasurer, or Budget Director.

B. Total cost and request spreadsheet,

C. Official event schedule/agenda/program,

D. Official business price quotes for accommodations, transportation, and expenses.

E. List of students, N#s, and UNF email address

F. Statement of Travel Guidelines.



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Chapter 843: Special Requests

843.1 Any A&S Fee funded Entity may submit a Special Request for funding to the B&A Committee for additional wages, expenses, or programs, beyond their budgeted Fiscal Year allocation.

843.2 Only the presiding officer or designee of each branch may submit a Special Request for funding to the B&A Committee and shall follow the same procedures as any other entity requesting funding. The request may be only for additional wages, expenses, programs, and/or transfers to that particular branch of SG. However, the advisor signature shall not be required.

843.3 RSOs may submit a Special Request for funding to the B&A Committee for events and operations beyond the purview of the Club Funding Board (CFB).

843.4 No Special Requests will be heard during summer terms unless the amount is below \$15,000 and/or a quorum of 15 senators must be present during the time of the legislative proposal.

843.5 A properly completed Special Request Form shall consist of;

A. Request form including applicable standard questions, signed by the appropriate advisor, the club president, the club treasurer or Budget Director.

B. Total request spreadsheet, documenting expenses and/or wages for the project/event.

C. Official supporting documents.

D. Official business quotes.

843.6 All Special Requests must be approved by a majority vote from Senate.

Chapter 844: General Reserve Policies and Process



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844.1 During prescreening by the B&A Chair, Treasurer, and Business Manager, it may be determined that the request could be considered for funding from the General Reserve. If this occurs, information will be provided to the B&A Committee, regarding past Fund Balance expenditures, and particulars on organizations requesting funds, (i.e., funding sources), and history of funded projects.

844.2 The General Reserve shall not be directly requested for funding, except in the case of encumbrance rollovers. All other requests must first be made in the form of a Special Request.

844.3 An encumbrance rollover bill may be only authored by the Treasurer, and may only be sponsored by the B&A Chair.

A. Encumbrance rollovers shall only pertain to those encumbrances that remain outstanding through no fault of the related entity; in all other cases, outstanding encumbrances shall be carried forward in the manner prescribed by law.

844.4 Encumbrance rollover bills shall follow the normal legislative process of a Senate bill, as stipulated in the Senate Policies and Procedures.

844.5 A General Reserve request must be approved by two-thirds (2/3) of the B&A Committee and Senate.

844.6 The Business Manager, Accounting Associate(s), Treasurer, and B&A Chair shall review and make recommendations to the B&A Committee on whether use of the General Reserve is appropriate for the Special Request.

844.7 After recommendations are made by the aforementioned fiscal officers, the request shall proceed through the B&A Committee as a normal bill in legislative process subject to a two-thirds (2/3) vote, or directly to the Senate if sponsored by eight (8) senators after having been defeated by the B&A Committee.



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~~850.1 Personnel All requests for the establishment of new positions or the reclassification of existing positions must follow established University Policies and Procedures. Funding for these requests must follow normal legislative procedures.~~

~~850.2 During each budget hearing, the continuation of funded salaried positions shall be evaluated.~~

Chapter 85104: Contracts

851.1 Only the University President or person with proper delegated authority is authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one that the University is under no obligation to honor.

851.2 All non-standard contracts are to be reviewed and approved by the Chief Officer of Student Affairs or his/her designee prior to being forwarded to the Vice President for Administration and Finance.

851.3 All contracts must be completed according to University Policies. All non-standard contracts or bids must be submitted six (6) weeks prior to the event. Standard contracts or bids must be submitted twenty-one (21) days prior to the event.

851.4 Contracts are necessary for all entertainment, entertainment support, lectures, vendor services, and contracted software. Entities should seek the Business Manager or Assistant Director for advisement on contract related matters.

851.5 All contracts expending A&S Fees should exclude travel arrangements such as airfare, lodging, and ground transportation.

851.6 All contracts expending A&S Fees should exclude meals and contain a buyout clause for food. If the contracting party is not honoring a food buyout these food requests must be approved by the Business Manager prior to expending A&S Funds.



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851.7 If A&S Fees are partially funding the contracted party the additional funds must be authorized and accessible in a University budget index to acquire the Business Manager's signature on the routing form.

851.8 A standard contract routing form must accompany all standard contracts expending A&S funds. The following signatures are required on the form:

A. Agency Director, RSO President, Department Head or Branch Head,

B. Appropriate Advisor if applicable,

C. Business Manager or his/her designee

851.9 A non-standard contract routing form must accompany all non-standard contracts expending A&S funds. The following signatures are required on the form:

A. Agency Director, RSO President, Department Head or Branch Head,

B. Appropriate Advisor if applicable,

C. Business Manager or his/her designee,

D. President or his/her designee,

E. Chief Officer of Student Affairs or his/her designee

F. Director of Health, Safety, Insurance, and Risk Management or his/her designee,

G. Office of the General Counsel

H. Vice President for Administration and Finance or his/her designee.

Chapter 852: Audits

~~852.1 Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.~~

852.2 Upon the request of internal audit, each Budget Director shall submit in writing to the Business Manager a Report of Budget Status, which will include expenditures to date.



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852.3 The University Internal Auditor, President, Senate President, B&A Committee Chair, Treasurer, Chief Officer of Student Affairs, and/or the Business Manager may audit the A&S indexes.

Chapter 853: Requisitions and University Processing

853.1 Purchasing Requisition Forms for all Centralized A&S indexes are to be processed by the Business and Accounting Office.

853.2 After receipt of a processed Requisition by the UNF Procurement Services Department, a Purchase Order shall be issued and sent to the vendor. This Purchase Order shall authorize the delivery of goods or services.

853.3 When the goods or services are delivered or picked up by an organization, the vendor renders a bill or an invoice. Invoices for expenditure from all centralized A&S Fee indexes must be sent to the SG Business and Accounting Office.

Chapter 854: Procedures for Specific Items

~~854.1 Mailing – A RSO may utilize the UNF Postal Department for sending and receiving mail. All mail must be processed with a University Postage Charge Memo Form with appropriate signatures. The cost of this mailing shall then be charged directly to the appropriate A&S Fee index.~~

~~854.2 Printing – Centralized index requests for printing shall be processed through the Business and Accounting Office for approval.~~

854.3 Property Control

A. Any Item purchased through A&S Fees (including but not limited to, Property, Consumable Goods, and Durable Goods) is the property of the State of Florida, as administered by the Business and Accounting Office of the University of North Florida, and, as such, is subject to periodic inventory. Repeated loss or theft can be sufficient cause to require all property returned and deny further funding.



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B. When an RSO is declared inactive, all SG inventoried items purchased through A&S Fees shall be relinquished to the Business and Accounting Office.

C. When a student is no longer enrolled concurrently, he/she shall relinquish to the Business and Accounting Office all Student Government inventoried items purchased through A&S Fees.

D. The Business Manager shall verify the inventory and notify the B&A Committee of its condition and make a recommendation of possible future use. All property items deemed by the Business Manager as surplus shall be disposed of through established University procedures, if the disposal is approved by the President.

E. Property purchased through A&S Fees, as administered by the Business and Accounting Office, may be checked out with the following conditions:

1. The Business Manager and President must approve the use of all property that is classified as an Other Capital Outlay (OCO).

2. The Business Manager, President, or the appropriate Agency must approve the use of all property. Agency Advisors will maintain a property log and a check-out and check-in log for items that are maintained by that funded entity. A Property Control Policy from each funded entity shall be provided to the Business Manager.

F. Failure to comply with University or Property Rules and Regulations will be considered a major offense in the management of A&S Fee funds.

Chapter 860: Assessment and Penalty Process

860.1 Reassessment of budget lines may be deemed necessary upon any of the following:

A. Violations of the Finance Code occur.

B. Expenditures of funds inconsistent with the original intent of the approved allocations.

C. Projected A&S Fee Revenue is not met.



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D. A Budget Transfer request.

Chapter 861: Freezing of Funds

861.1 Freezing of indexes is a tool to ensure effective management of the A&S Budget.

861.2 Freezing of indexes can be utilized whenever:

A. Violations of the Finance Code occur.

B. Reassessment of the budget is required.

C. It is deemed necessary by the Business Manager.

D. It is deemed necessary by the Treasurer.

E. Expenditures of funds inconsistent with the original intent of the approved allocations.

F. It is deemed necessary by a three-fourths (3/4) vote of the B&A Committee.

G. It is deemed necessary by a two-thirds (2/3) vote of the Senate.

861.3 The Treasurer, the B&A Committee, or Senate may freeze the funds of an index for a period of time not to exceed ten (10) business days, or any line item within the index for the remainder of the current fiscal year. The Treasurer, B&A Chair, or the Senate President must notify, in writing, the entity, President, Business Manager, and the Director of the reason(s) for such action and the duration of the freeze.

861.4 The entity may appeal the decision to freeze under the normal appeals process (per Title V). If the decision is overturned, the funds will be returned to the entity. If the decision is upheld:

A. The index will be frozen to the end of the ten (10) business day decision, or

B. The line item will be transferred to Special Requests.

Chapter 862: Budget Deficits



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862.1 No A&S funded entity may overspend their budget allocation without prior approval of the Senate by a two-thirds (2/3) vote.

862.2 Any entity that acquires a deficit in an expenditure category in their index may be placed on probation by the Business Manager or by two-thirds (2/3) vote of the Senate. The probation shall be terminated when deficit is eliminated. While on probation the entity will not be eligible to receive additional funding unless granted by the Senate with a two-thirds (2/3) vote.

862.3 The Business Manager shall give Notice of Probation and Notice of Removal from Probation, in writing, to the entity, the President, the Senate President, and the B&A Chair.

Chapter 863: Penalty Measures

863.1 Misuse of A&S fees is an offense against the Student Body punishable by the B&A Committee, Senate, and/or the Judicial Branch.

863.2 If an A&S funded entity is found to be in violation of the Finance Code, Provisionary Language, or commits a major offense, the following actions may be taken:

A. On the first (1st) offense, in the same fiscal year, said entity shall again be placed on thirty (30) day probation and written Notice of Probation shall be provided by the Business Manager to the Chief Officer of Student Affairs and President. If said department is not within the Division of Student Affairs, written notice shall also be provided to the appropriate University Vice President.

B. On the second (2nd) offense, in the same fiscal year, decentralized indexes will automatically become centralized. The Business Manager will inform the Senate at the next regularly scheduled Senate meeting. The index shall remain centralized until decentralization is approved by the Senate as per 830.2.

C. If the funded entity violates the Finance Code three (3) or more times in one fiscal year, the B&A Committee shall recommend further penalty measures to the Senate, which may include restructuring, disbanding, or freezing the funded index.

863.3 Upon suspension from Club Alliance due to a major offense, an RSO shall be banned from accessing club funds for the current fiscal year, and shall be further banned from



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requesting Special Requests and Travel Requests from SG for the next two (2) fiscal years, not including the current fiscal year.

863.4 When an A&S funded department or agency is placed on probation, the Budget Director of the index shall abide by the following during the probation period:

A. Monthly reports must be presented to the Senate on the entity's efforts to comply. The entity's Budget Director shall make the presentation.

B. All expenditures, budgetary matters, and funding requests of the entity must have prior written approval from the Business Manager.

C. The Budget Director and all officers of the entity on probation shall be required to attend and complete a Finance Code counseling session set up by the Business Manager and the B&A Chair.

D. At the end of each month all financial records of the entity shall be submitted to the Business Manager.

Therefore: Let it be enacted, by the University of North Florida Student Government, that the preceding changes to Title VIII "The Finance Code" be made effective immediately.

Legislative Action

Executive Action

Author: Treasurer Julia McComb and Anthony Hall
Sponsor: Chairman Kenneth Smith
Committee: Budget and Allocations
Committee Action: 9-0-0
Date of Committee Action: 3/1/2019
Senate Action: 28-0-0 (Unanimous Consent)
Date of Action: 3/8/2019

Let it be known that SB-19S-3373 is hereby

APPROVED / VETOED / LINE-ITEM VETOED

on this 12th day of March, 2019.

Signed, _____
Jenna DuPilka Student Body President

Signed and Delivered to the Student Body President
on this 11th day of March, 2019.

Signed and Delivered to the Senate Secretary

Place Time Stamp Here

Place Time Stamp Here

Signed: _____
Thomas Pluchon, Student Senate President